



KATHY HOCHUL  
Governor

**State  
Police**

STEVEN A. NIGRELLI  
Acting Superintendent

**POSTING DATE: 08/18/2023**

**APPLICATION DUE BY: 08/28/2023**

**Title:** Office Assistant 2 (Keyboarding)  
Starting Salary: \$40,193.00

**Locations:** Division Headquarters – Non-Sworn Hiring Unit  
1220 Washington Avenue  
Building 22  
Albany, New York 12226  
Albany County

**Salary Grade:** 9

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** CSEA Administrative

**DUTIES:**

- Prepare and process transactions in various personnel databases.
- Interact with various internal and external entities to resolve processing exceptions and errors.
- Support day-to-day operations by answering the telephone, retrieving documents, data entry, photocopying/scanning and other tasks as requested.
- Prepare internal and external job postings for review and dissemination using pre-established templates.
- Review incoming candidate resumes to ensure qualifications for vacant positions are met.
- Assist in the planning and development of recruitment tracking and reporting as needed.
- Prepare and edit outgoing correspondence and other documents.
- Perform other duties as directed by the supervisory staff.

**MINIMUM QUALIFICATIONS:**

- One year in a grade 6 position or higher,

OR

- HS Diploma and one year of experience in an administrative support role, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or management of an office.

A typing performance test will be required for those employees outside of the Office Assistant (Keyboarding) title series.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

**HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*